

LETTER OF TRANSMITTAL

TO: Department of Administration
Local Government Services Bureau
301 South Park Avenue, Room 340
P.O. Box 200547
Helena, MT 59620-0547

FROM: _____
(Certified Public Accountant)

(Location)

In accordance with the terms of the Standard Audit Contract for the audit of _____, enclosed

(Name of Entity)
are four copies of the entity audit report covering the period(s) ended _____.
The actual hours involved in conducting the audit were _____, and the audit fees billed the
entity were \$_____. The opinion date of the report was _____. The entity's
copies of the audit report were delivered on _____.

OMB Circular A-133 Audit Requirements

The audit (____ was) (____ was not) a single audit conducted in accordance with OMB Circular A-133. If the audit was a single audit conducted in accordance with OMB Circular A-133, included with the four copies of the audit report is the summary schedule of prior audit findings prepared by the auditee in accordance with Circular A-133.

In addition, the auditee's corrective action plan required by OMB Circular A-133, State law, and Administrative Rule is:

_____ Included as part of the audit report or submitted with the audit report.

OR

_____ Not included because the entity has not prepared this corrective action plan as of the date these audit reports are being submitted.

OR

_____ Not applicable. There were no findings or opinion qualifications contained in the audit report.